

## ADMINISTRATIVE POLICY #7

### PERSONNEL RECORDS

The official Personnel Records of every employee of the Town of Seekonk shall be kept in the Town Administrator's Office.

An employee's medical documents must be kept in a separate file. The Medical File will also be kept in the Town Administrator's office.

Employees are able to view their files once a year by arranging an appointment with the Town Administrator, or his/her designee to review their Personnel File in the Town Administrator's office.

3/13/12  
Date approved by Seekonk Board of Selectmen

Pamela Nolan  
Signature of Town Administrator